

Sport, Culture and Heritage

Major Arts Festival Operating Support – Program Guidelines

PURPOSE:

The Major Arts Festival Operating Support Program provides operating grants to non-profit arts festivals that employ Manitoba artists, provide opportunities for the public to experience the work of highly accomplished Manitoba artists and contribute to local tourism and economic activity. Festivals can be provincial, national or international in scope, must have budgets in excess of \$250,000.00 and must take place over a minimum of three consecutive days.

DEADLINE:

Applications **must be received at the Arts Branch** on or before **February 15**. If this date falls on a weekend or statutory holiday, the deadline is the following business day. **Late or incomplete applications will not be accepted.**

OBJECTIVES:

- Support major Manitoba-based provincial, national and international arts festivals.
- Support the development of audiences for major arts festivals.
- Provide opportunities for the public to experience the work of Manitoba artists at a high level of artistic accomplishment.
- Provide employment for Manitoba artists.
- Encourage private sector support for the arts in Manitoba.

LEVEL OF ASSISTANCE:

Grants to festivals entering the program begin at \$25,000.00 and shall not exceed 10% of eligible revenue to a maximum grant of \$90,000.00. Actual grants may be less than amounts requested and subject to availability of funds.

Where possible, to avoid extreme fluctuations in funding, the following caps will be placed on grant increases and decreases:

- Increases will total no more than \$1,000.00 plus 2% of the previous year's level
- Decreases will be limited to \$1,000.00 plus 2% of the previous year's grant level.

ELIGIBILITY CRITERIA:

The festival must:

- Be open and accessible to the general public.
- Have a total budget in excess of \$250,000.00.
- Be provincial, national or international in scope.
- Have taken place in Manitoba for a minimum of two years.
- Take place over a minimum period of three consecutive days.
- Have a qualified and professional artistic director who oversees the programming.
- Provide employment to professional Manitoba artists, a minimum of 25% of the total number of artists employed should be from Manitoba.
- Be hosted by an existing, viable Manitoba arts organization and arts presentation should be the principal activity of the organization.
- Operate as an incorporated non-profit organization or under the jurisdiction of an incorporated non-profit organization.
- Have a constitution and by-laws and operate with a duly elected board of directors.
- Provide consistent evidence of sound management and fiscal accountability. In order to ensure organizational stability, clients are encouraged to develop an operating surplus or reserve appropriate to the size and scope of their operations.
- Demonstrate that the festival incorporates a comprehensive and effective audience development strategy.

Eligible Revenues:

- All revenues are eligible with the exception of those derived from a commercial venture which could be deemed viable on its own and not directly linked to the festival.
- In addition, any revenue transferred from one component of the hosting body's operations to the festival component will be considered ineligible revenue.
- All box office revenue, grants, corporate and private donations, special fundraising event revenue directly related to the festival (i.e., T-shirts, programs, program advertising, etc.), and gifts-in-kind are eligible.

ASSESSMENT AND NOTIFICATION:

Funding decisions are based on meeting the eligibility criteria of the program and an assessment of the application based on how well the organization reflects the program objectives and the general merits of the proposal.

Applicants will be notified in writing within eight weeks after the application deadline. It is not possible for the Arts Branch to consider appeals because of the limitations of available funds and the short turn-around time accorded to the fund disbursement process. Meeting the eligibility criteria does not guarantee funding nor does failure to receive financial support reflect a negative assessment of an application. It is not the intent of this program to duplicate assistance provided by the department or by other provincial departments and agencies. Previous funding from the department does not guarantee funding in future years. Results are not released over the telephone.

GRANT DISBURSEMENT:

Grants will be paid in instalments. The first instalment will be conveyed following Ministerial approval. The final instalment will be released subject to the department's receipt of a satisfactory narrative and financial report. **The final instalment will not be paid until all required information has been received.**

REPORTING REQUIREMENTS:

Approved applicants will receive a Final Report form. A final report is due 60 days after the project completion. **Final reports that are incomplete or late can result in the suspension or forfeiture of the second grant instalment. Consideration for future grants is dependent upon the satisfactory completion of all outstanding reporting obligations.**

APPLICATION PROCEDURE:

All applications must be received at the address below on or before the application deadline in order to be considered for support. The Arts Branch may request additional information beyond that included in the proposal.

Please send completed applications and all required supporting materials to:

Department of Sport, Culture and Heritage
Mr. Perry Grosshans
Publishing and Arts Consultant
Arts Branch
6th Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3
Phone No.: 204-945-7581
Email: artsbranch@gov.mb.ca
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